



# Volunteer Application User Guide



## Introduction

The Glasgow 2014 Commonwealth Games will be the biggest sporting and cultural event Scotland has ever seen. And at the heart of every successful Games are the volunteers. We're looking for up to 15,000 of Scotland's friendliest people to become volunteers – and that's where you come in!

Many thanks for taking the time to apply for one of our Games Time Volunteer roles. This is your chance to play a key part in the experience, so we have created this guide to give you the best chance of putting forward a great application.

The guide gives you an overview of the online application process, how the application form should be used – and will hopefully help you to understand what you need to do to apply.

We understand that some people may prefer to use a printed document, but please think about the environment before hitting the 'Print' button.

A plain text version of this guide and British Sign Language videos that describe the application process are available on our Glasgow 2014 Volunteer website.

If you would like to receive this information in an alternative format please phone our Contact Centre on 0303 333 2014 or email [contactus@glasgow2014.com](mailto:contactus@glasgow2014.com).

Good luck!

## **Before You Begin**

We would love to accept applications from everyone, however, there are some basic eligibility requirements you must meet in order to be a volunteer.

You must:

- be aged 16 or over when you apply;
- be able to speak and read English or are a British Sign Language (BSL) user;
- be eligible to work in the UK;
- be available for at least eight days between 23 July 2014 and 3 August 2014;
- be able to come to Glasgow for a friendly, informal interview;
- be able to attend and meet the cost of travelling to Glasgow for three days of training (four for team leaders) between March 2014 and July 2014;
- be able to attend an appointment at our Uniform and Accreditation Centre (UAC) in Glasgow to collect your uniform and official pass between April 2014 and July 2014;
- be able to provide us with a telephone number and email address, and
- agree to a background security check.

We also require you to provide us with information from a relevant identity document. The document and information required will depend on your nationality.

### **UK Nationals**

UK nationals require a Passport or Photo Card Drivers Licence.

A Birth Certificate may only be used if you do not hold either of these documents.

If this is the case please call our Contact Centre on 0303 333 2014 or email [contactus@glasgow2014.com](mailto:contactus@glasgow2014.com)

### **Nationals of European Economic Area (EEA) Countries and Switzerland**

Nationals from EEA countries and Switzerland require a Passport or National Identity Card only.

### **All other Nationalities**

All other nationalities will require a Passport only.

### **Browser compatibility**

Please be aware that the online form may not be compatible with older versions of web browsers and may be restricted by internet security settings.

## **The Application Process**

The online Volunteer application is split into two parts: a registration form and a full application form.

### **Registration Form**

The “registration” part is used to capture key information including your name, date of birth and email address. You will need your own unique email address to set up and access your Volunteer account and must ensure that no-one else uses the same email address to submit an application. If you need help to set up an email account please visit your local library.

Once we have received your completed short form we will send you an email containing instructions on how to access the second part of your application.

### **Application Form**

The second part of your application enables us to find out a bit more about you, your experience and why you want to be a Volunteer at the Glasgow 2014 Commonwealth Games.

You can exit the application form and save your progress at any time by clicking ‘sign out’ at the top of the screen. If you close the window before clicking ‘sign out’ any information you have entered since your last save will be lost.

You will be able to return to your application to update it at any time, even once submitted.

Please note: It is crucial that you inform us immediately of any changes to your personal information between now and Games Time e.g. your surname or Passport number.

# How to complete your application

Throughout both parts of the online application you will find helpful hints next to each field.


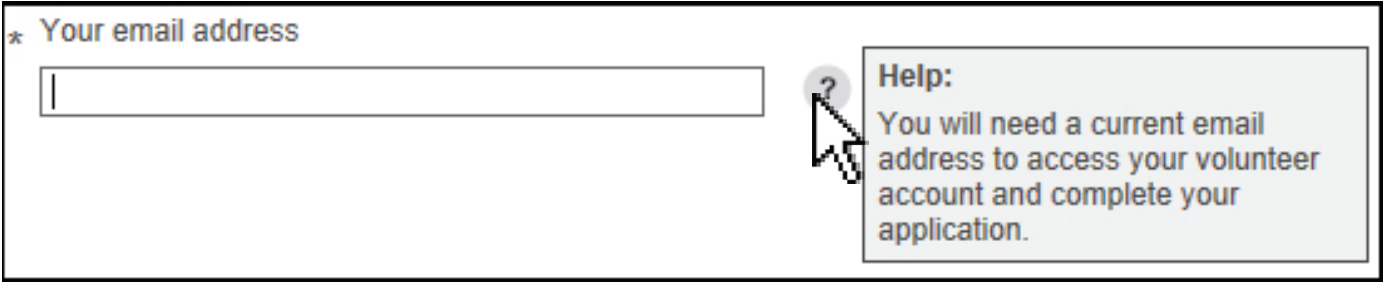
To view them, place your cursor over the  icon – you will see text displayed which details what information you should enter.

Figure 1 gives an example of what this looks like.

Figure 1



You may find this quicker than referring to the guide for help in each instance. However, keep a copy of the guide to hand in case you need further help.

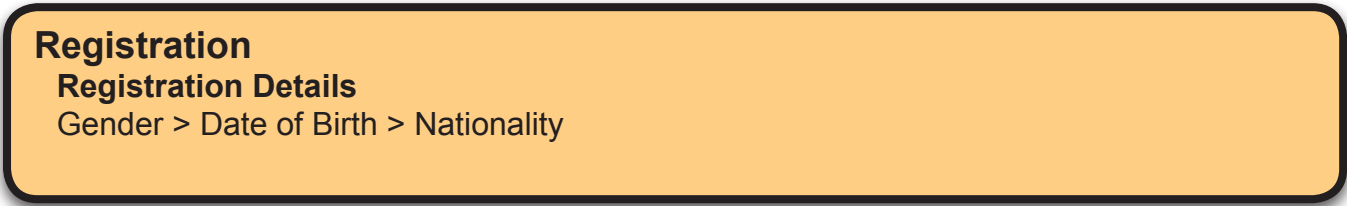
# How to use this Guide

The remaining pages of this guide give a complete visual replication of both parts of the online application form.

At the top of each page you will see an information box which summarises the fields covered on that page. This means you can directly link the guide with the form on your screen.

Figure 2 shows how this should look:

Figure 2

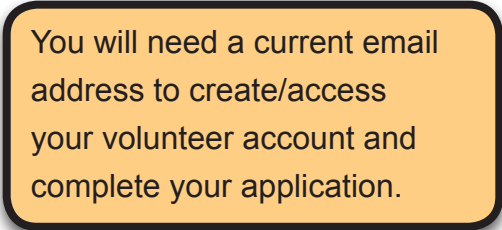


A description of the information you are required to provide in each field is displayed in a similar information box (this is the same information you would find by placing your cursor over the ? icon on-screen).

Figure 3 gives an example of what this looks like:

Figure 3

\* Your email address





## Logging In and Applying

When you begin your application to become a Glasgow 2014 Volunteer you will be taken to the Glasgow 2014 Portal.

To start your application, click on the 'Start my application' link near the foot of the web page as shown below and you will be taken to the Registration Form



## Start an Application / Log in to your Volunteer Account

Welcome to the Glasgow 2014 Volunteer Portal.

If you'd like to join us at Scotland's biggest ever sporting and cultural event click on the '**Start my application**' link at the foot of this page.

Just give us some brief details, including your email address, and we'll send you a link to our application form.

If you've already applied, sign into your Volunteer Portal account for news on the Games and updates on the progress of your application.

Email:

Password:

Sign in »

Forgotten password? »

Change your password? »

[Start my application](#)



## Registration

You will need your own unique email address to set up and access your Volunteer account. You must ensure that no-one else uses the same email address to submit an application.

**Please note:** if you are using a screen reader you may not be able to complete the verification at the bottom of this page. Please call our Contact Centre on 0303 333 2014 for assistance. If you are experiencing any difficulties or need support to complete the registration or application form online, you can do one of the following:

- if in Scotland, visit any Scottish library or the Glasgow 2014 Volunteer Centre
- email [contactus@glasgow2014.com](mailto:contactus@glasgow2014.com) or phone our Contact Centre on 0303 333 2014, where our team will be on hand to assist you.

For information on Contact Centre opening times and call costs please visit [www.glasgow2014.com](http://www.glasgow2014.com).



## Registration

### Login Details

Your email address > Confirm your email address > Create a password > Confirm your password

## Login Details

All fields marked with an asterisk (\*) are mandatory.

You can get more information by moving your mouse over the question mark icon (?) to the right of most questions.

\* Your email address



You will need a current email address to access your volunteer account and complete your application.

\* Confirm your email address



Please enter your e-mail address again to ensure you have typed it correctly.

\* Create a password



Please enter a password to access your volunteer account.

Your password must be a minimum of eight characters and a maximum of twenty. You will need to include **lower case** and **upper case** letters and at least **one number**.

\* Confirm your password



Please enter your password again to ensure you have typed it correctly.

## Registration

### Registration Details

Last name / Family name / Surname > First name / Given name

## Registration Details

\* First name / Given name (exactly as it appears on your identity document, such as your passport, driving licence or birth certificate).



Please enter your First Name/ Given Name exactly as it appears on your identity document, such as your passport, driving licence or birth certificate.

\* Last name / Family name / Surname (exactly as it appears on your identity document, such as your passport, driving licence or birth certificate).



Please enter your Last name/ Family name/Surname exactly as it appears on your identity document such as your passport, driving licence or birth certificate. If you have changed your Last Name/ Family Name/Surname, for example through marriage, please enter as applicable.

## Registration

### Registration Details

Gender > Date of Birth > Nationality

\* Gender



Please select a gender, this information is required to confirm your identity for accreditation purposes.

\* Date of birth (dd/month/yyyy)

Please note: you must be at least 16 years old to submit an application.



Please note: You must be 16 years old to submit an application (applications close on 28 February 2013). This information is required to confirm your identity for accreditation purposes.

\* Nationality



Please select your nationality as it appears on the identification document you will be providing to confirm your eligibility to volunteer in the UK. Please refer to the 'Frequently Asked Questions' on our Glasgow 2014 Volunteer website for guidance on acceptable documentation.

## Registration

### Registration Details

Please select yes to confirm...

### Verification

Please enter the case sensitive code...

\* I consent to the above data being used by Glasgow 2014 Organising Committee (Glasgow 2014) to contact me in relation to my application as a Games Time Volunteer and Glasgow 2014 opportunities. At a later date I may be required to sign a paper document establishing my agreement with Glasgow 2014 to be a Volunteer and comply with Glasgow 2014 rules and regulations.

No



You must consent to have your data used in this way by Glasgow 2014 to successfully submit your application form.

## Verification

\* Please enter the case-sensitive code seen below.

Please note: If you are using a screen-reading application, you will not be able to complete this step. Please phone our Contact Centre on 0303 333 2014 or email [contactus@glasgow2014.com](mailto:contactus@glasgow2014.com) for assistance.

*Walping*

## Registration

You have now completed the initial section...  
Submit your registration

You have now completed the initial section of your application and created your online account. Please click 'Submit' to continue with your application to be a Games Time volunteer.

Submit



Please click the 'Submit' button to submit your registration.

If you did not complete all the mandatory fields or if you have entered information in the incorrect format you will be returned to the top of the registration form where the message 'At least one field has errors.' will be displayed.

An icon will be displayed next to each field that has errors. Please amend the fields indicated then click the 'Submit' button again to submit your registration.

Once you have successfully submitted your registration, we will send you an email with instructions on how to access the full online application form.

The remainder of this guide provides you with instructions on how to complete the application form once you have accessed this.

An official site of the Glasgow 2014 Commonwealth Games



Powered by **AtoS**



> Step 1

> Step 2

> Step 3

> Step 4

## Personal Information

You are about to begin the application. This will allow us to understand a bit about you, your experience and why you want to be a volunteer at the Glasgow 2014 Commonwealth Games (the Games).

You can exit the application form at any time by clicking 'sign out' at the top of the screen. The information you have entered will not be lost. You will be able to return to your application to update it at any time, even once submitted.

Please note: It is crucial you inform us immediately of any changes to your personal information between now and Games time, for example your surname or passport number. In order to complete an application to be a volunteer for the Games, you will need certain documents to hand. In the case of identity information (e.g. your name, document number), it is very important that you complete the application using the information exactly as it appears on the document.

### Identity Documents

- **UK Nationals** - Passport or Photo Card Driving Licence
- **Birth Certificate** - may only be used if you don't hold a Passport or Photo Card Driving Licence. If this is the case please phone our Contact Centre on 0303 333 2014 or email [contactus@glasgow2014.com](mailto:contactus@glasgow2014.com)
- **European Economic Area Nationals (EEA) Countries and Switzerland** - Passport or National Identity Card only.
- **All other Nationalities** - Passport only.

## Application: Step 1

### Personal Details

First name / Given name > Middle name(s) (if you have one) > Last name / Family name / Surname

## Personal Details

All fields marked with an asterisk (\*) are mandatory.

You can get more information by moving your mouse over the question mark icon (?) to the right of most questions.

Step 1

- \* First name / Given name  
(Exactly as it appears on your identity document)



Please enter your First name / Given name exactly as it appears on your identity document, such as your passport, driving licence or birth certificate.

Middle name(s) (if you have one)

- \* Last name / Family name / Surname  
(Exactly as it appears on your identity document)



Please enter your Last name / Family name / Surname exactly as it appears on your identity document, such as your passport, driving licence or birth certificate. If you have changed your last name, for example through marriage, please enter as applicable.



## Application: Step 1

### Personal Details

Preferred name > Previous names > Reason and date (dd/month/yyyy) of change (if any previous names) > Gender > Date of birth

Preferred name  
(if different from the first name / given name - for Glasgow 2014 information only)



Please enter your preferred  
First name / Given name.

Previous names



If you have changed any part  
of your name please provide  
your former name(s).

Reason and date (dd/month/yyyy) of change (if any previous  
names) - maximum 100 characters



Please enter the reason  
e.g. marriage and the date  
of change (if any previous  
names).

\* Gender



Please select a gender.

\* Date of birth (dd/month/yyyy)



Please note: you must be  
16 years-old to submit an  
application (applications  
close on 28 February 2013).  
This information is required  
to confirm your identity for  
accreditation purposes.

Step 1

## Application: Step 1

### Personal Details

Which country were you born in? > Which town/city were you born in? > Nationality > Do you have multiple nationalities?

\* Which country were you born in?



Please specify the country you were born in, as detailed on your birth certificate or passport.

\* Which town/city were you born in?



Please specify the town or city you were born in, as detailed on your birth certificate or passport.

\* Nationality



Please select your nationality as it appears on the identity document you will be providing to confirm your eligibility to volunteer in the UK. Please refer to the 'Frequently Asked Questions' on our Glasgow 2014 Volunteer website for guidance on acceptable documentation.

\* Do you have multiple nationalities?

Step 1

## Application: Step 1

### Personal Details

Please list your nationalities > Have you ever changed your nationality? > Please list your previous nationalities > Country of residence > Can you speak and read English, or are you a British Sign Language (BSL) user?

Step 1

Please list your nationalities - maximum 100 characters

\* Have you ever changed your nationality?



If you have ever changed your nationality please select 'Yes'.

Please list your previous nationalities - maximum 100 characters

\* Country of residence



Please select the country you live in.

Can you speak and read English, or are you a British Sign Language (BSL) user?



Volunteers must be able to speak and read English (although English does not have to be the volunteers first language). If you use British Sign Language, please answer 'Yes' to this question.

## Application: Step 1

### Identification Documents

Please select the document you will provide to confirm your identity > Document number

# Identification Documents

Step 1

You must have valid documentation to confirm your identity. This information is also required for the security background checks we must conduct to enable you to be a Games Time volunteer. If you cannot provide the necessary documentation, unfortunately you will not be able to progress with your application.

Should your document expire between now and Games Time, it is essential that you obtain updated documentation and update your profile with your new details. You will not be able to volunteer if you have not done this.

**For UK nationals only:** if you do not have either a passport or photocard driving licence, please select 'Other' from the below list of documents and call our Contact Centre for guidance on 0303 333 2014. Otherwise you will be unable to continue with your application.

\* Please select the document you will provide to confirm your identity.



Please select the type of identity document you will be providing to confirm your identity in the UK. Please refer to the 'Frequently Asked Questions' on our volunteering website for guidance on the identity documents we can accept.

\* Document number  
(Exactly as it appears on the identity document)



Please enter your document's identification number (for example if you have specified passport above, please enter your passport number).

## Application: Step 1

### Identification Documents

Issuing country > Date of issue > What is the expiry date on this document? > Existing UK visa number / Residence Permit number (if applicable) > Date of visa expiry

\* Issuing country



Please select the country where your identity document was issued.

\* Date of issue



Please select the date that your identity document was issued (dd/month/yyyy).

What is the expiry date on this document? (dd/month/yyyy).



Please select the date that your identity document will expire (dd/month/yyyy).

Existing UK visa number / Residence Permit number (if applicable).



If you have an existing UK visa number, please enter as applicable.

Date of visa expiry



Please check your visa document and specify the date on which it will expire.

Step 1

## Application: Step 1

### Address

Current residential address

# Address

## Current residential address

Please note: entering your UK postcode and house / flat number / name will assist the 'Find UK address' search.

\* Postcode / zip code

House / flat  
number / name



Find UK address

\* Address line 1

Address line 2

Address line 3

\* Town

County / State

\* Country

\* When did you move to your current address? month/yyyy



Please enter your UK postcode without any spaces and click on the 'Find UK address' button. Entering the house/flat number or name will assist this search. Should more than one address be found, please select the correct one; or if any incorrect address displays, please overwrite it as applicable. If you do not have a postcode or a zip code please enter 'Not applicable'.

Step 1

## Application: Step 1

### Address

Previous residential address

#### Previous residential address

Please note: You only need to provide your previous address if you have lived at your current address for less than 3 years.

Postcode / zip code

House / flat  
number / name



Find UK address

Address line 1

Address line 2

Address line 3

Town

County / State

Country

Please enter your UK postcode without any spaces and click on the 'Find UK address' button. Entering the house/flat number or name will assist this search. Should more than one address be found, please select the correct one; or if any incorrect address displays, please overwrite it as applicable. If you do not have a postcode or a zip code please enter 'Not applicable'.

Step 1



## Application: Step 1

### Phone and email Details

Type > Telephone number > Primary number > We may need to contact you...

## Phone and e-mail Details

Please provide us with at least one contact telephone number (including the area code). If you live outside the UK, also include your country code. You can provide up to three telephone numbers. Please specify the main number on which you would like to be contacted. If you are using a screen reader to complete the application form, please press enter when the first radio button is selected; after you have done this, you can then use the arrow keys to step through the radio buttons to choose which number is your primary number.

| Type                 | Telephone number     | Primary number   |
|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="radio"/> <input checked="" type="radio"/> ? |
| <input type="text"/> | <input type="text"/> | <input type="radio"/>                                    |
| <input type="text"/> | <input type="text"/> | <input type="radio"/>                                    |

Please provide us with at least one contact telephone number (including the area code). Please specify on which number you would primarily like to be contacted.

We may need to contact you from time to time with updated information. Please confirm that you are happy to be contacted by phone or text.

?

If you agree with receiving information by phone and/or text on your mobile device please select yes.

## Application: Step 1

### Phone and email Details

E-mail address > Confirmation of e-mail

\* E-mail address

?

You have already provided us with this information. If you would like to change your e-mail address we recommend that you complete your application form first and contact us on 0303 333 2014.

Step 1

\* Confirmation of e-mail

## Application: Step 1

### Emergency Contact

Emergency contact name > Phone number > Relationship

# Emergency Contact

Please provide us with the name and telephone numbers (including the area code) of up to three people we can contact on your behalf in an emergency. If your emergency contact lives outside the UK, also include the country code.

Step 1

| Emergency contact name | Phone number         | Relationship         |
|------------------------|----------------------|----------------------|
| <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> |

« Back

Cancel »

Save »

Next »

Click the 'Next' button and your progress will automatically be saved. The details you have entered in Step 1 will also be validated.

If you did not complete all mandatory fields or if you have entered information in the incorrect format you will be returned to the top of this step where the message 'At least one field has errors.' will be displayed. An icon will be displayed next to each field that has errors.

Please correct any errors before again clicking the 'Next' button to validate the data you have entered and continuing to Step 2.



|          |          |          |          |
|----------|----------|----------|----------|
| > Step 1 | > Step 2 | > Step 3 | > Step 4 |
|----------|----------|----------|----------|

## Skills and Experience

Please use this part of the application form to tell us about the skills and experience you can bring to the Games. The information you provide will assist us in allocating roles.

All fields marked with an asterisk (\*) are mandatory.

You can get more information by moving your mouse pointer over the question mark (?) icon to the right of most questions.

## Pre-Coded Data

If you have been given a volunteer code, please enter it below. If you do not have one, please continue to the next section.

Volunteer Code



If you have a volunteer code, please enter it. You do not need to have a code to volunteer for the Games.

## Application: Step 2

### Previous Games and Volunteering Experience

Do you have any volunteering experience? > Comments

## Previous Games and Volunteering Experience

Please note: Previous volunteering experience is not a requirement to be a volunteer.

\* Do you have any previous volunteering experience?



If you have any previous volunteering experience, please select 'Yes'.

Comments (Please provide example(s) and a brief explanation of what was involved or any other comments you feel are relevant?) - maximum 100 characters.

## Application: Step 2

### Language Skills

Language > Level > Translation certification > Any comments on language skills

# Language Skills

We need volunteers with different language skills, including sign language, to assist us in delivering a range of services to people from all over the world. (Subject to the level of your language abilities, we may assign you to one of the many roles which require linguistic skills). You can specify up to six languages. **Please note: (1) 'English' must be selected (2) If you are a British Sign Language user, please select 'English' and 'Sign Language/BSL'**

Step 2

|      | Language             |   | Level                |  | Translation certification |
|------|----------------------|---|----------------------|--|---------------------------|
| 1. * | <input type="text"/> | ? | <input type="text"/> |  | <input type="text"/>      |
| 2.   | <input type="text"/> |   | <input type="text"/> |  | <input type="text"/>      |
| 3.   | <input type="text"/> |   | <input type="text"/> |  | <input type="text"/>      |

More



Please specify the language(s) you are skilled in. For each language selected please also specify your level of proficiency and whether you have an interpretation and/or language certificate.

Any comments on language skills - maximum 100 characters

## Application: Step 2

### Sports Skills

1. Please select the sport... > Please select the role... > Please select the level... > Please provide further information

## Sports Skills

Specialist sports volunteers will be appointed to a role based on specific skills, for example, technical knowledge of a particular sport. Volunteers appointed to these roles should ideally have demonstrated previous experience in sporting events. Please provide further information on your sporting experience, you can specify up to six different examples.

If your experiences are in multiple sports or you have fulfilled a number of different roles within the same sport, please select “more” below and complete a separate section for each of your experiences.

1. Please select the sport in which you have previous experience



Please select the role in which you have previous experience

Please select the level of competition in which you have previous experience

Please specify the Sport(s) in which you have experience. For each Sport selected, please also specify your role, your level of experience, and provide any other relevant details.

Please provide further information about the specific skills and experience you have gained within the sport noted above - maximum 100 characters.



## Application: Step 2

### Sports Skills

2. Please select the sport... > Please select the role... > Please select the level... > Please provide further information

3. Please select the sport... > Please select the role... > Please select the level... > Please provide further information

2. Please select the sport in which you have previous experience

Please select the role in which you have previous experience

Please select the level of competition in which you have previous experience

Step 2

Please provide further information about the specific skills and experience you have gained within the sport noted above - maximum 100 characters.

3. Please select the sport in which you have previous experience

Please select the role in which you have previous experience

Please select the level of competition in which you have previous experience

Please provide further information about the specific skills and experience you have gained within the sport noted above - maximum 100 characters.

More



## Application: Step 2

### Sports Skills

Are you a qualified International or National Technical Official... ?

\* Are you a qualified International or National Technical Official who is hoping to be considered for a Technical Official's role at the Games?

?

Applying to be a Volunteer at the Games will not prevent you from being considered for a role as Technical Official. Anyone wishing to be considered for a Technical Official's role should in the first instance register their interest directly with their Governing Body.

Step 2

## Application: Step 2

### First Aid Skills

Do you have first aid skills that you are willing to use... > Have you completed a standard first aid qualification? > Please state when your certificate for this qualification ...

## First Aid Skills

Within our venues and in the Athletes' Village, before and throughout the Games, we require a range of specialist volunteers to provide clinical, first aid and medical services.

Please note: If you are allocated a first aider role, your certifications must be valid at Games time, therefore please update the expiry dates on your application form when any of your certificates are renewed.

Step 2

\* Do you have first aid skills that you are willing to use as a volunteer before and/or during the Games?



Please specify if you have First Aid Skills

Have you completed a standard first aid qualification?



In order to be a volunteer in a specific first aid role at the Games you must hold a valid standard first aid certificate. Holding a First Aid at Work certificate will not be sufficient to allow you to volunteer as a First Aider for the Games.

Please state when your certificate for this qualification is valid until (in the format dd/month/yyyy)

Please enter the valid until/expiration date in the format dd/month/yyyy.

## Application: Step 2

### First Aid Skills

Do you have practical experience... ? > If yes, please state the date ... > Has your experience included using your first aid skills at a major event ... ?

Do you have practical experience of using your first aid skills? Examples of practical experience could be through either working or volunteering as a first aider at events, within community groups or at sporting/outdoor activities.

?

If you have practical experience of using your first aid skills, please select 'Yes'.

Step 2

If yes, please state the date on which you last worked or volunteered as a first aider.

?

Please enter the date of your last work or volunteer experience as a first aider in the format dd/month/yyyy

Has your experience included using your first aid skills at a major event with more than 1000 spectators or participants?

?

Experience working or volunteering at major events is not essential but it may make you more suitable for certain roles at the Games. Examples of experience may include working or volunteering at Olympic/Paralympic Games, Commonwealth Games, major sporting events, concerts, community events etc.

## Application: Step 2

### First Aid Skills

If yes, please state the date on which you last worked ... > Do you have experience of working or volunteering as a first aider with leadership responsibilities ... > If yes, please state the date ...

If yes, please state the date on which you last worked or volunteered as a first aider at a major event.

?

Please enter the date of your last work or volunteer experience as a first aider at a major event, in the format dd/month/yyyy.

Step 2

\* Do you have experience of working or volunteering as a first aider with leadership responsibilities, such as being a team leader?

?

Please select 'Yes' if you have acted as a first aider with leadership responsibilities.

If yes, please state the date in which you last worked or volunteered as a first aider with leadership responsibilities.

?

Please enter the date of your last work or volunteer experience as a first aider with leadership responsibilities in the format dd/month/yyyy

## Application: Step 2

### Clinical/Medical Skills

Do you have clinical or medical skills... > Please select the highest... > Comments -  
Please state Awarding Body > If applicable, please select... > If applicable, please select...

## Clinical/Medical Skills

Within our venue sites and in the Athletes' Village, before and throughout the Games, we require a range of clinical specialist volunteers to provide clinical and medical services. Please refer to the Glasgow 2014 Volunteering website for full details of qualifications and experience required for each specialist Clinical/Medical role.

\* Do you have clinical or medical skills that you would like to use as a specialist medical Volunteer for the Games?



Please state if you have medical skills.

Please select the highest clinical or medical qualification you hold. You may only select one in each drop down list.



Comments - Please state Awarding Body and year of award or state Not Applicable

If your discipline or qualification is not listed please state it in the comments box. If you are a specialist trainee please state your specialist area and years of training in the comments box, i.e. Emergency Medicine ST3.

If applicable, please select any other medical qualification you hold.

Comments - Please state Awarding Body and year of award or state Not Applicable

If applicable, please select any other medical qualification you hold.

Comments - Please state Awarding Body and year of award or state Not Applicable

## Application: Step 2

### Clinical/Medical Skills

Are you registered to practice in the UK? > Do you have clinical indemnity insurance... ? > Please provide any additional relevant details about your clinical/medical experience ...

Are you registered to practice in the UK?



You must have the right to work and be registered to practice in the UK in order to be a clinical/medical volunteer for the Games.

Step 2

Do you have clinical indemnity insurance which covers you to work in the UK? You must have indemnity insurance in the UK in order to be a clinical/medical volunteer for the Games. Your insurance may be provided through organisations such as the CSP, MDDUS etc.



Do you have clinical indemnity insurance which covers you to work in the UK? You must have indemnity insurance in the UK in order to be a clinical/medical volunteer for the Games. Your insurance may be provided through organisations such as the CSP, MDDUS etc.

Please provide any additional relevant details about your clinical/medical experience or qualifications. This might include examples of time spent working in Emergency Medicine, experience working within sport, search and rescue/mountain rescue experience, additional courses undertaken, relevant research interests or publications (maximum of 250 characters).



Relevant details about your clinical/medical experience.



## Application: Step 2

### Clinical/Medical Skills

How many years of relevant post qualification experience... > If applicable, please give evidence of relevant clinical practice in sport... > Please select the professional body...

How many years of relevant post qualification experience do you have?

?

How many years of relevant post qualification experience do you have?

If applicable, please give evidence of relevant clinical practice in sport for example at major sporting events, multi-sport events such as the Olympics, Paralympics or Commonwealth Games.

?

Experience of working or volunteering at sporting events is not essential to being a volunteer at the Games but may make you more suitable for certain specialist medical or clinical roles.

Please select the professional body you hold registration with.

?

Please state your registration number

You must hold registration with an appropriate professional body in the UK in order to be a clinical/medical Volunteer for the Games.

## Application: Step 2

### Clinical/Medical Skills

If applicable, please select an additional professional body ... > Do you hold any of the following advanced skills or qualifications?

If applicable, please select an additional professional body you hold registration with.

Please state your registration number

Do you hold any of the following advanced skills or qualifications?

?

You may only select one option from the drop down list. If you hold more than one of these qualifications you can state them in the additional information free-text boxes or at interview stage.

Step 2

## Application: Step 2

### Driving Skills

Do you have a full valid driving licence? > Do you have a Certificate of Professional Competence (CPC) in driving?

## Driving Skills

Some of our volunteering roles involve driving official vehicles. You must be eligible to drive in the UK and have a full and valid manual driving licence to fulfil one of these roles.

Do you have a full valid driving licence? If yes, please specify which type(s) of vehicle you are licenced to drive - you can select up to 5.

1.
2.
3.
4.
5.

?

Please tell us which types of licence you hold: a 'D1' classification entitles a volunteer driver to operate mini buses with up to 14 passengers; PSV (Passenger Service Vehicle); HGV (Heavy Goods Vehicle). Check your driving licence for details.

Do you have a Certificate of Professional Competence (CPC) in driving?

<Please select>

?

If you have a Certificate of Professional Competence (CPC) please select yes.

Step 2

## Application: Step 2

### Driving Skills

Driving Licence number > Issuing country > How many years have you been driving? ... >  
Do you wish to apply to be a Volunteer Driver? ...

Driving Licence number



Please enter your driving licence number.

Issuing country



Please specify the country in which your licence was issued.

How many years have you been driving? Please note you must have a minimum of three years driving experience.



Please specify the number of years you have had your licence.

Do you wish to apply to be a Volunteer Driver? (Please note all drivers must be 25 years or above as of 1 January 2014)



Please specify if you would like to act as a volunteer driver.

Step 2

## Application: Step 2

### Other Relevant Skills and Experience

Skill area > Level > Please provide further detail to describe your other relevant skills and experience

## Other Relevant Skills and Experience

Please use this section to tell us about the skills, experience and professional qualifications you have that could be useful to you in a volunteering role. You can select up to six skill areas.

|    | Skill area           |   | Level                |
|----|----------------------|---|----------------------|
| 1. | <input type="text"/> | ? | <input type="text"/> |
| 2. | <input type="text"/> |   | <input type="text"/> |
| 3. | <input type="text"/> |   | <input type="text"/> |

More



Please let us know of any other skills that might be useful in carrying out your tasks as a volunteer, and specify your level of proficiency in this skill. Please also provide brief, relevant details of your skills and qualification(s). Providing keywords is sufficient.

Please provide further detail to describe your other relevant skills and experience – maximum 100 characters.



Back

Cancel



Save



Next



Click the 'Next' button and your progress will automatically be saved. The details you have entered in Step 2 will also be validated.

If you did not complete all mandatory fields or if you have entered information in the incorrect format you will be returned to the top of this step where the message 'At least one field has errors.' will be displayed. An icon will be displayed next to each field that has errors.

Please correct any errors before again clicking the 'Next' button to validate the data you have entered and continuing to Step 3.

Step 2



## Availability and Preferences

The Glasgow 2014 Commonwealth Games are being held from 23 July – 3 August 2014. We are looking for volunteers before, during and after those dates.

Keep in mind that the more time and flexibility you have, the more opportunities there may be for you to get involved. Your preferences will be taken into consideration, but cannot be guaranteed.

All fields marked with an asterisk (\*) are mandatory.

You can get more information by moving your mouse pointer over the question mark (?) icon to the right of most questions.

## Application: Step 3

### Availability for Glasgow 2014

Are you available to volunteer during the Preparation period? (April - June 2014) >

Are you available to volunteer during the Arrivals period? (July 2014) >

Are you available to volunteer during the Competition period? (23 July – 3 August 2014)

## Availability for Glasgow 2014

\* Are you available to volunteer during the Preparation period? (April – June 2014)

?

A number of areas that require volunteers will open before the start of the Games, including the Main Press Centre, Athletes' Village, Uniform and Accreditation Centre, for which we need volunteers.

Step 3

\* Are you available to volunteer during the Arrivals period? (July 2014)

?

During this period we require volunteers to undertake roles such as assisting with the arrival of athletes, officials and guests or with operations within the Athletes' Village.

\* Are you available to volunteer during the Competition period? (23 July – 3 August 2014)

?

During this period we require volunteers to undertake roles across all our venues and sites.

## Application: Step 3

### Availability for Glasgow 2014

How many days are you available to volunteer during the Games? >

Are you prepared to meet the associated costs of being a volunteer... ? >

You are responsible for sourcing your own accommodation ...

\* How many days are you available to volunteer during the Games?

Please note: We are looking for volunteers who will be available for eight or more days for the Games.

?

Please select how many days you are able to volunteer for the Games.

\* Are you prepared to meet the associated costs of being a volunteer as outlined in our Volunteer Criteria? See our [volunteering website](#) for details.

?

Please refer to our Volunteer Criteria for further information.

\* You are responsible for sourcing your own accommodation for all Games related events. Please select 'Yes' to indicate you understand this.

?

Glasgow 2014 will not provide any accommodation for volunteers. More information on accommodation in Glasgow can be found at [www.glasgow2014.com](http://www.glasgow2014.com).



### Application: Step 3

#### Availability for Pre-Games Events

Would you consider volunteering at the Pre-Games Events for Glasgow 2014? >

Would you like to receive information on volunteering at Pre-Games events for Glasgow 2014?

## Availability for Pre-Games Events

\* Would you consider volunteering at the Pre-Games Events for Glasgow 2014?

?

Please note: there may not be Pre-Games Events for every Sport.

Whilst Glasgow 2014 will not be running a full programme of test events prior to the Games, we do plan to work with partners to use existing events in some sports to assist with our testing and readiness plans. These events will play an important role in our preparations and can help us to provide volunteer experience and training.

Step 3

\* Would you like to receive information on volunteering at Pre-Games events for Glasgow 2014?

### Application: Step 3

#### Early Glasgow 2014 Volunteering Opportunities

If you would like to be notified about other Glasgow 2014 Pre Games volunteering ...

#### Functional Area of Preference

Please choose your preferred Functional Area(s)

## Early Glasgow 2014 Volunteering Opportunities

\* If you would like to be notified about other Glasgow 2014 Pre Games volunteering opportunities, such as our frontrunners programme, please select 'Yes' below.



Please select 'yes' to receive updates by email on early Glasgow 2014 Pre-Games volunteering opportunities.

You don't need to wait until 2014 to support the Games.

Step 3

## Functional Area of Preference

Please select up to three specific Functional Areas in which you are most interested in volunteering.

Your preferences will be taken into consideration but cannot be guaranteed.

Please refer to the [volunteering website](#) for Functional Area (FA) descriptions.

Please choose your preferred Functional Area(s).

\* First choice

Second choice

Third choice



Please select your first preferred Functional Area.

## Application: Step 3

### Venue of Preference

Please choose your preferred venues

## Venue of Preference

Please select up to three venues at which you are most interested in volunteering. Your preferences will be taken into consideration, but cannot be guaranteed.

Please refer to the '[Frequently Asked Questions](#)' on our volunteering website for details on the Games venues.

Please choose your preferred venues.

\* First choice



Second choice

Third choice

Step 3

Please select your first preferred venue.

## Application: Step 3

### Diversity and Inclusion

Do you consider yourself to be a disabled person? > How would you describe your ethnic background? > Sexual orientation

## Diversity and inclusion

We are committed to ensuring we have a diverse workforce and making sure that the Glasgow 2014 Commonwealth Games is for everyone. To help us check how we are doing, it would be helpful to have some information about you. The information you provide in this section will be separated from the rest of your application and remain anonymous. It will be held in strict confidence to provide an overall picture of the diversity of the volunteers delivering the Games. There is no obligation to provide this information. Any information that you provide here will have no bearing on any selection decision.

Do you consider yourself to be a disabled person? If yes, please specify the type of disability that applies to you.



For example, a learning disability (such as Down's Syndrome), learning difficulty (such as dyslexia), developmental disorder (such as Asperger's Syndrome or Autistic Spectrum Disorder). Your response will be held in strict confidence.

How would you describe your ethnic group or background?



Please specify your ethnicity. Your response will be held in strict confidence.

Sexual orientation



Please specify your sexual orientation. Your response will be held in strict confidence.

## Application: Step 3

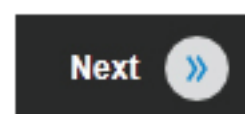
### Diversity and Inclusion

#### Religion and Belief

Religion and Belief



Please specify your religion or belief. Your response will be held in strict confidence.



Step 3

Click the 'Next' button and your progress will automatically be saved. The details you have entered in Step 3 will also be validated.

If you did not complete all mandatory fields or if you have entered information in the incorrect format you will be returned to the top of this step where the message 'At least one field has errors.' will be displayed. An icon will be displayed next to each field that has errors.

Please correct any errors before again clicking the 'Next' button to validate the data you have entered and continuing to Step 4.



|          |          |          |          |
|----------|----------|----------|----------|
| > Step 1 | > Step 2 | > Step 3 | > Step 4 |
|----------|----------|----------|----------|

## Other Data

Please review the following information and provide details or confirmations where required.

All fields marked with an asterisk (\*) are mandatory.

You can get more information by moving your mouse pointer over the question mark (?) icon to the right of most questions.

Step 4

## Background Check

If you are selected to be a Games Time volunteer, the information you provide in this form will be used for the right to work, immigration, background and security checks that have to be done to ensure the integrity and security of the Games. These checks will be carried out by the Glasgow 2014 Organising Committee (OC), the Home Office, the Police and other relevant authorities as necessary. To enable these checks to be done, some of the information you provide in this form (including some of the more personal information like whether you have any unspent criminal convictions) will be transferred to the Home Office, the Police and to other relevant UK authorities that will assist in carrying out the checks.

## Application: Step 4

### Background Check

Do you have any unspent convictions > If yes, please provide details below, including date, place ... > I confirm that the information from this application ...

\* Do you have any unspent convictions?



Please answer 'Yes' if you have any Unspent Convictions, otherwise, select 'No'. For more information please refer to our 'Frequently Asked Questions'.

If yes - please provide details below, including date, place, title of authority and a description of the case – maximum 500 characters



Please enter the date, place, title of authority and description of the case.

\* I confirm that the information from this application can be used for background checks by relevant authorities. I understand that this check is a mandatory stage of the Volunteer selection process.



A background check by relevant authorities is a mandatory stage of the volunteer selection process. Please confirm you consent to this check.

Step 4

## Application: Step 4

### Interview Support and Other Terms

Do you have any specific medical conditions or accessibility requirements? >

If yes, please describe your access needs.

## Interview Support and Other Terms

\* Do you have any specific medical conditions or accessibility requirements?



We want every candidate to fully participate during the interview process and within our training sessions. Understanding your accessibility and information requirements well in advance is important to enable us to put the necessary support arrangements in place. Accessibility requirements could include a hearing loop facility, a sign language interpreter or telling us if you have a mobility impairment which affects your access to/ within buildings. Information requirements may be requests for reading materials in alternative formats such as large print or braille.

Step 4

\* If yes - please describe your access needs.



Please provide details of any medical conditions or accessibility requirements that we should be aware of to enable us to put the support arrangements in place during the interview process.



## Application: Step 4

### Interview Support and Other Terms

Please enter any additional comments to support your application > I confirm that I'm available for a minimum of three training sessions > I confirm that I'm available for a minimum of eight days of volunteering

Please enter any additional comments to support your application – maximum 300 characters.

?

Please add any general comments or specific information in relation to your application to be a Glasgow 2014 volunteer.

\* I confirm that I'm available for a minimum of three training sessions

?

Please confirm that you have read and agree to these terms. Please note that if you are assigned a leadership role there will be an additional training session. Further details about training are available within the 'Frequently Asked Questions' on our Glasgow 2014 Volunteer website.

Step 4

\* I confirm that I'm available for a minimum of eight days of volunteering

?

Please confirm that you have read and agree to these terms. If you are assigned a role in the Athletes' Village or Uniform and Accreditation Centre, the minimum number of days you should be available for could be more than eight due to the operational requirements of the venue.

## Application: Step 4

### Interview Support and Other Terms

I confirm that I've read and agree with the terms and conditions above. > I understand that by applying for the role of a Games Time Volunteer I will need to comply with Glasgow 2014 policies and procedures.

**Please note:** If you are not eligible to work in the UK, unfortunately you will not be able to progress with your application to be a Games Time Volunteer. Please refer to the '[Frequently Asked Questions](#)' on our volunteering website for further information to help you to answer this question.

If you are selected to be a Games Time Volunteer, the information you provided will be used for a number of additional purposes:

- To ensure you are allocated an appropriate role at Games time.
- For administrative purposes such as issuing your training schedule, roster and security pass (known as 'accreditation').
- To allow us to monitor the diversity of the Volunteering workforce.
- To verify your qualifications if relevant.
- To carry out the right to work, immigration, and background security checks to ensure the integrity and security of the Games. These checks will be carried out by Glasgow 2014, the Home Office, the Police and other relevant authorities as necessary.

We are required to pass your application form to the Commonwealth Games Federation (CGF) at the end of the Games for an analysis of the volunteering workforce. This information will also be used to assist future Organising Committees of the Commonwealth Games. We will remove the 'personal details' section of your form before doing this so you will not be identifiable. Within six months of the end of the Games (following the transfer of your application to the CGF), we will destroy the information you provide in this form unless you agree below to your contact information being provided to Volunteer Development Scotland, in which case those details will be passed on. Please note: Glasgow 2014 have the right to reactivate this application process at any point prior to the Games commencing.

\* I confirm that I've read and agree with the terms and conditions above.



Please confirm that you have read and comply with these terms.

\* I understand that by applying for the role of a Games Time Volunteer I will need to comply with Glasgow 2014 policies and procedures.



Please confirm that you have read and understood these terms.

## Application: Step 4

### Interview Support and Other Terms

I agree to my name, postal address and email address being made available... > Do you agree to Glasgow 2014 contacting you with regular email updates... ?

- \* I agree to my name, postal address and email address being made available to Volunteer Development Scotland so they may contact me by email or post with information about event or other volunteering options available through the <http://www.eventteamsotland.org> and the <http://www.volunteersotland.org.uk> website



We would like to share your contact details with Volunteer Development Scotland to enable them to tell you about future volunteering opportunities. Select 'Yes' if you agree.

- \* Do you agree to Glasgow 2014 contacting you with regular email updates on Games progress and developments (including ticketing and merchandise)?



Back

Cancel



Save



Submit



Click the 'Submit' button and the details you have entered in the form be validated.

If you did not complete all mandatory fields or if you have entered information in the incorrect format you will be returned to the relevant step in the form where the message 'At least one field has errors.' will be displayed.

An icon will be displayed next to each field that has errors.

Please correct any errors before again clicking the 'Submit' button to validate the data you have entered. If you were returned to a previous step you will need to click the 'Next' button to return to step 4 where the 'Submit' button is displayed.

Step 4

Once you have successfully completed all required fields and submitted your application a confirmation screen will appear displaying your personal and contact information.

Please check that this information is correct then click the 'Confirm' button.

If you need to change any details you can click the 'Back' button to return to the relevant step and correct this.

**Once you have confirmed your details are correct, a web page will be displayed, thanking you for your application and providing you with information on the next step in the journey to become a Glasgow 2014 Volunteer.**